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ABSTRACT

This syllabus begins with a list of concepts, competencies, and skills for review. Two projects are described: the construction of a resource guide and the development of a set of guidelines for the acquisition, organization, and dissemination of government information. Several topics for discussion are suggested, followed by a bibliography which provides an outline of the course. The following categories are included: public policy and information, structure and information flow in the federal government, types of resources and information management, the depository library system, guides to databases, encyclopedias and review publications, information clearinghouses (examples), alternative approaches to accessing governmental information (examples), federal document selection sources, management of documents, access to documents, the legislative process, how to compile a legislative history, congressional reference sources, sources produced by the private sector, additional sources for legal research, the regulatory process and the role of the executive agencies, relation of the regulatory process to the judicial system, other agency information sources, types of agency publications, the presidency and the work of the commissions, presidential libraries, treaties and executive agreements, government-sponsored research and knowledge utilization, program development and citizen participation, census reports and indicators, and state and local governments. (LMM)

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GOVERNMENTS AND INFORMATION

IST 607

A Graduate Course

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Syracuse University
School of Information Studies
June 1983

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REVIEW OF CONCEPTS, COMPETENCIES AND SKILLS

CONCEPTUAL UNDERSTANDING

-Role of information in public policy making, social and scientific affairs and individual life.

-Responsibility involved in information and data delivery.

-Levels of information delivery: bibliographic reference, document delivery, content of information, interpretation and repackaging, advocacy and persuasion.

-The utilization of federally sponsored research.

-Governmental information chain: generation, sponsorship, production, dissemination, use, feedback.

-Role of public information and documents versus private sector information.

-Characteristics of governmental information and documents.

-Impact of these characteristics on problems of access.

-The two-way flow of governmental information: decision-making information for government (e.g. Congressional Research Service, in-house departmental and agency data bases) and paperwork (data, records, reports and documents) generated by the government.

-Relationship between governmental processes and their information output.

-Relationships of various systems and their information outputs: legislative, regulatory, administrative, executive, judicial and citizen participatory processes.

-Intergovernmental relations: federal, state, local jurisdictions.

-Distribution channels for governmental information.

-Forms of information and major distributing systems (documents, series, microforms, bibliographic and numeric data bases, maps, unpublished information).

-Federal legislation effecting information policies.

-Potential policy inputs of information managers, practitioners, educators.

-Governmental and private sector contractual relationships: information clearinghouses and centers.

-Effect of governmental information on industry business and private life (opportunities, funding sources, regulations, research, training).

-Data collection activities of governments.

-Public policy and information in sectoral research and program development (aging, environment, health, housing, mental health, nutrition, transportation, etc.).

-User populations: practitioners, legislators, planners, advocates, basic and applied researchers, consumers, educators, consumers, etc.

-Use of governmental information at the community level.

-State and local governments: information use and dissemination.

-International governments, international information systems.

-Federal government agencies concerned with development in other countries.

-Policies and regulations governing federal projects abroad.

-Alternative sources for governmental information: private companies and brokers.

COMPETENCIES

-Distinguish between various levels of government and their information and distribution systems.

-Distinguish between biases in information (countries, governments, lobby groups).

-Review public policies in relation to a societal concern and analyze their relations to information availability.

-Identify new government agencies, changes, new processes.

-Identify new reference works, series, numbering methods, forms.

-Identify new information facilities, clearinghouses, libraries, retrieval systems, data bases.

-Find out how to use a new reference work, acquisition channel, numbering system.

-Find out where to learn new skills (computer course, census workshop, Federal Register workshop, map use).

-Identify new legislation, regulation, treaties, statistical sources.

-Select documents for a specific user group or purpose.

-Synthesize and package information for user groups and special needs.

-Select agencies and organizations for updating contacts.

-Update a reference work for your own use.

-Convey methods of document location and use to others (supervise personnel, instruct users, tutor community or campus people).

-Communicate across boundaries of disciplines and professions.

-Communicate with persons not skilled in information processes.

-Summarize, synthesize, abstract governmental information and documents for dissemination purposes.

-Conduct question negotiation in reference environments or on the telephone (to find out what user needs from governments).

-Convey your own inquiries effectively to federal officials/information professionals or other persons.

-Identify relevant subject terms for searches.

-Teach yourself new areas of document work (using textbooks and journals on document processing, organization, use).

-Estimate work involved for supervisory purposes (document cataloging, processing, use of UN proceedings).

-Estimate costs (where to find out costs of microprints, data base searches, individual document ordering, standing orders).

SKILLS

-Ordering different types of documents from different sources.

-Identification and analysis of public policies.

-Charting the relationship between policies and information.

-Identifying and explaining the role of intermediaries handling government information.

-Identifying and obtaining out-of-print documents.

-Obtaining governmental information directly from institutions and resource persons (asking the right questions personally or by telephone).

-Obtaining unpublished data, and information from governments.

-Selection of documents for individuals, industries, offices, services, libraries.

-Literature searches in interdisciplinary areas, including policy issues.

-Bibliographic compilations.

-Analysis of information content (summaries, abstracts, annotations, statistical data, highlights of action).

-Search strategies - development, implementation and instruction.

-Use of indexing and abstracting services and other secondary tools.

-Locating documents following a computer-based or manual search.

-Awareness raising and public relations concerning document use.

-Bibliographic standardization and assistance to others in this process.

-Tracing legislation and constructing legislative histories.

-Tracing and packaging regulatory information.

-Use of historical document sources.

-Use of technical research reports.

-Use of socioeconomic data sources.

-Organization of resource guide.

-Dissemination of information (information marketing).

-Referral

-Fact finding (dates, events, names, relationships).

First Project

CONSTRUCTION OF A RESOURCE GUIDE

Guidelines

A resource guide is an organized compilation of key information sources for a specialized topic packaged for a specific user or clientele. It is an information locator, somewhat like a map that can be used for a step-by-step exploration of a complex field of knowledge. In concept, a resource guide is similar to a "pathfinder", but it is more individualized, complex, and detailed.

Resource guides are the most valuable when they cover a topic or problem area in combination with literature from relevant disciplines or professions (e.g. noise control and architecture, energy conservation and economics).

With the help of such a guide in hand, one may answer questions such as:

How do I define my topic?

What problem areas and disciplines are involved?

Is there a basic encyclopedia or monograph for background?

What subject terms should I try?

Where are the relevant indexing and abstracting services?

What are the appropriate bibliographic data bases?

Are numeric data bases to be searched?

Are there current sources, bulletins, "current contents" lists?

What are the laws, regulations, court decisions guiding public policy?

What are the relevant agencies, commissions, or committees?

What are the leading journals?

Are there information clearinghouses and specialized systems?

Are there alternative sources and private companies handling this information?

Should one consult maps, audiovisual materials or microforms?

Who are the experts on this topic?

In compiling the resource guide, it helps to keep in mind that (a) the introduction and explanatory notes should be addressed to the user, (b) sources with evaluative annotations are much more useful than mere listings, (c) the layout should be visually appealing, uncluttered and clear, (d) devices such as sample entries, locator call numbers, addresses of organizations, etc., are of great help.

Suggested content:

Potential user or clientele

Introduction to the user

Definition of the topic

Brief background information on the topic

Relevant subject terms

Sources for background information

Laws, regulations, court decisions

Agencies, commissions, Congressional committees, lobby groups

Indexing and abstracting journals, and computerized data bases

Current awareness services

Journals

Other key sources (conference proceedings, special files, documents, etc.)

Experts

Examples of sources for search:

American Statistics Index

Andriot (Doc. Ref.)

Checklist, 1789-1970 (Doc. Ref. Z 1223 Z7)

Code of Federal Regulations (Doc. Div.)

Congressional Digest (Ref JK 1C 74)

Congressional Index (Ref JK ...)

Congressional Information Service/Index (Doc. Ref.)

Congressional Quarterly Weekly Reports and Annual (Ref JK 1C 66)

Congressional Record (Doc. Div.)

Government Reports Announcements (ELS-Z 7916 0582)

Index to Current Urban Documents (Ref)

International Bibliography, Information, Documentation (Doc. Ref.)

Kruzas (Ref AG 521 U78)

Monthly Catalog (Doc. Ref.)

Monthly Checklist of NY State Publications (Doc. Ref.)

Monthly Checklist of State Publications (Doc. Ref.)

New York Times Index (Ref)

Newsbank (Ref)

Official Congressional Directory (Ref)

Public Affairs Information Service Bulletin (PAIS) (Ref)

Publications Reference File (Microfiche)

Research in Education (ERIC) (4th Floor)

SAGE Abstracts of Public Administration (Ref)

Statutes at Large (Ref.)

United Nations Documents Index (UNDEX) (Doc. Div.)

United States Government Manual (Ref JK 421 A3)

United States Code (Ref.)

U.S. Code Congressional and Administrative News (Doc. Div.)

Weekly Compilation of Presidential Documents (Ref J80 A 286)

Yearbook of International Organizations (Ref)

Second Project

"A PROGRAM FOR GOVERNMENT INFORMATION ACCESS"

With the current public and professional interest in governmental activities, all types of agencies, institutions and groups of people would benefit from easier access to government documents. You may be instrumental in developing a basic program for this purpose.

Write a set of guidelines for the acquisition, organization and dissemination of government information.

What can this exercise do for you? It can help to gain:

-insight into the utility of government information for a special group or agency,

-understanding of the diversity of ways one can organize and manage government document collections,

-ability to analyze and solve a particular management problem relating to specialized needs for governmental information.

How to do it?

1. Select any situation where government information would be useful. It could be a library, information center, academic office, local governmental office, community agency, professional group, on-going project, service agency, working, etc.

2. Describe briefly the (a) information environment, (b) user group, (c) present availability of government documents, if any.

3. Develop guidelines for setting up a basic program in acquiring, organizing, disseminating and publicizing government information. The guidelines should be presented in a form and style that would appeal to this particular group.

The experience will be helpful for the integration of readings, discussions and document searches. Team projects are possible.

Phases in the "Guidelines":

A. Introduction, addressed to the user group.

B. Reasons for proposing the program; examples of potential uses of government documents.

C. Minimal resources needed in terms of manpower, time allocation, funds (in ball-park figures), equipment.

D. Acquisition: Where and how to acquire government information, in what form (documents, microforms, maps, A/V, computer software packages, etc.) and what to use for continuous selection. Where to turn for documents in addition to purchase, (a depository library, a nondepository library) and how to request them. Where to write for unpublished information if needed.

E. Organization: Basic procedures for processing, coding and arrangement.

F. Dissemination: Recommendations for making the documents and other materials known within the user group and others who should use them, (current awareness services, analytic lists, summaries, repackaged information, announcements, positings, etc.).

G. Feedback: Recommendations for a simple device by which users of the service may make requests, suggestions and comments.

DISCUSSION TOPICS

Part I

1. A faculty member brings a magazine clipping to the reference desk of a university library which is a federal depository. He explains to the reference librarian that he wants to verify the case described in the clipping because he is working on a paper and wants to cite the actual source.

The clipping is from the April 1979 issue of Prevention, a popular magazine on health issues. The undocumented article by John Yates states:

> Recently the U.S. Department of Agriculture has been testing nitrite-treated bacon from different meat packing houses to determine the level of cancer-causing chemicals formed when the bacon is fried. Several months ago, newsmen filed petitions under the Freedom of Information Act for the release of initial test results. The USDA eventually released the data, but only after the Justice Department ruled that to withhold it would be illegal. USDA officials explained they withheld the information because release could endanger the survival of a number of the meat processing companies.

The faculty member insists that the reference librarian either find the original document describing the case or write to the Department of Agriculture requesting information about it.

How should the reference librarian handle this request?

What are the alternatives and their implications?

How would an information broker respond?

2. In a large metropolitan public library which is a federal depository, the government documents division has a file of backlog. This unprocessed and uncataloged collection contains items received in depository shipments, nondepository documents purchased by the library and miscellaneous state and local documents. The material is stacked on shelves in the back room of the documents division.

A young man, introducing himself as a reporter from a local newspaper, asks the documents librarian to permit him to browse through the collection. "It is a public file, isn't it?" says he, with an innocent smile. After the documents librarian -- rather reluctantly -- agrees, the reporter spends some time browsing.

Next day the paper carries an article about local hospitals, quoting budget figures, the size and composition of staff, data on the utilization of emergency and operating rooms, the number of medicare and medicaid cases and the cost of several surgical processes. A report located in the public library is quoted as the source of information. The document librarian and other members of the library staff are unable to identify the report in the uncataloged collection.

What happened?

Did the document librarian act correctly or incorrectly?

How will the library director answer questions and phone calls from hospital administrators and advocacy groups?

3. You are an information broker just getting established in your information service. A few months ago you completed a major job for a company which planned to start a new line of wood-burning stoves for the last five years. You received $1,000 for the research.

Today you get a call from a business consultant requesting basically the same information on behalf of a client. You accept the assignment but are now in a quandry whether you should:

1. Give them the results of your previous search, and charge the same fee you charged the first client.
2. Give them the results of the first search, charging substantially less because you will spend very little time compiling and updating the information.

3. Are there other solutions?

4. A. Do you believe that the federal government should extensively sponsor research performed by the private sector: industry, universities, research centers, professional associations?

Part II

1. Do you think that the findings of federally sponsored research are fairly easily available to practitioners and policy makers? What are the mechanisms to distribute research results? Can you suggest some improvement in or additions to the current mechanisms?

2. Should information professionals, information scientists, information managers, librarians, etc.) be concerned with having more and better quality research done in their field? Basic (theoretical) research? Applied research? Who should carry the major responsibility? Practitioners? Schools? Information industry? Special research centers?

TOPICS AND RESOURCE BIBLIOGRAPHY

Public Policy and Information

-The difference between "policy information" and "information policy"

-Policy analysis -- theory and practice

-Public officials' use (or nonuse) of data and information for decision making

-Information generated by governmental decisions

Abernethy, David. A tentative checklist of questions to ask when analyzing a government program. Policy studies journal. 6: (Summer 1978), 552-554.

Bozeman, Barry. Public management and policy analysis. New York: St. Martin's Press, 1979.

Frohock, Fred M. Public policy, scope and logic. Englewood Cliffs, NJ: Prentice-Hall, 1979.

Henry, N.L. Knowledge management: A new concern for public administration. Public administration review. 34: 3 (May/June 1974), 189-196.

Terrell, O. and M. Krugman. The role of consumers in the public policy process. Journal of the academy of marketing science. 6:3 (Summer 1978), 167-175.

THE FEDERAL GOVERNMENT: STRUCTURE AND INFORMATION FLOW

-Freedom of Information Act
-Privacy laws
-Copyright issues
-Public/private interface

Crowe, James. FOI: How to learn federal secrets. FDA consumer. 13:3 (April 1979), 20-22.

Havemann, Joel and Sarah E. Warren. The legal twists and twirls of the Freedom of Information Act. National journal. 6:17, (1978), 968-971.

U.S. Copyright Office. The nuts and bolts of copyright. Washington, DC: 1979 (Circular R1; ERIC IR 008 424).

U.S. National Commission on Libraries and Information Science. Public sector/private sector interaction in providing information services, 1982.

TYPES OF RESOURCES AND INFORMATION MANAGEMENT

-Records and archives
-Documents--The Government Printing Office and other sources
-Bibliographic data bases
-Numeric data bases
-Maps, audiovisuals, posters, etc.
-Information clearinghouses and information systems
-Unpublished data and information

Flaherty, D.H. Privacy and government data banks: An International perspective. Salem, NH: Mansell Publishing, 1980.

Swanick, E.L. Paperwork management: An introductory bibliography. Monticello, IL: 1980 (VANCE Bibliographies, Public Administration Series, No. 447).

U.S. Commission on Federal Paperwork. Information resources management. Washington, DC: GPO, 1977. (Y3.P 12:2 In 3).

U.S. General Accounting Office. Better information policies needed: A study of scientific and technical bibliographic centers. Washington, DC: 1979.

U.S. General Accounting Office. The federal information processing standards program: Many potential benefits, little progress, and many problems. Washington, DC: 1978.

U.S. General Accounting Office. Program to follow up Federal Paperwork Commission recommendations is in trouble. Washington, DC: 1980.

U.S. Office of Technology Assessment. Computer-based national information systems: Technology and public policy issues, 1981.

THE DEPOSITORY LIBRARY SYSTEM

Adkinson, B.W. Two centuries of federal information. New York: Academic Press, 1978.

Coopers and Lybrand, Inc. Analysis and evaluation of selected Government Printing Office operations. Washington, DC: GPO, 1979.

Harleston, R.M. and C.J. Stoffle. Administration of government documents collections. Littleton, CO: Libraries Unlimited, Inc. 1974.

Morehead, Joe. Introduction to United States public documents, 3d ed. Littleton, CO: Libraries Unlimited, Inc. 1983.

Schwarzkopf, LeRoy C. The depository library program and access by the public to official publications of the United States government. Government publications review. 5:2 (1978), 147.

Swanick, E.L. Canadian government publishing policies: An introductory bibliography. Monticello, IL: 1980. (VANCE Bibliographies, Public Administration Series, No. 445).

Waldo, Michael. An historical look at the debate over how to organize federal government documents in depository libraries. Government publications review. 4:4 (1977), 319-329.

GUIDES TO DATA BASES

Bahr, Alice Harrison. The library and information manager's guide to online services. White Plains, NY: Knowledge Industry Publications, 1980.

...ian, Roger W. The electronic library: Bibliographic data bases. White Plains, NY: Knowledge Industry Publications, (latest edition).

...formation marketplace: An international directory of information products and services. New York: Bowker, (latest edition).

International compendium of numerical data projects. International Council of Scientific Unions (ISCU), Committee on Data for Science and Technology (CODATA), 1969. (Updated by CODATA Newsletter. Paris: semiannual)Phys. Q223 I54).

Martin, Susan K. Library networks. White Plains, NY: Knowledge Industry Publications, (latest edition).

National referral services, worldwide directory. The Hague: International Federation of Documentation (FID), 1979.

Williams, Martha (Ed.). Computer-readable databases: A directory and data sourcebook. (latest edition).

ENCYCLOPEDIAS AND REVIEW PUBLICATIONS

Annual review of information science and technology, Vol. 1. Washington, DC: American Society for Information Science, 1966. (Ref 3rd Z699 A1 A55).

Encyclopedia of information systems and services. A.T. Kruzas (Ed.). Detroit: Gale Research, (Kept up to date by supplements: New information systems and services). (Ref Z674.3 E5).

Encyclopedia of library and information science. A. Kent and H. Lancour (Eds.), Vol. 1. New York: M. Dekker, 1968. (Ref Z1006 E57).

Yearbook of international organizations. Brussels: Union of International Associations, (annual).

INFORMATION CLEARINGHOUSES

(Examples)

Federal Information Centers (General):

(Buffalo, NY/Syracuse telephone number 476-8545. Other regional centers listed in the U.S. Government Manual, 1978-79, 8-10).

Bureau of Census

Educational Resources Information Center (ERIC)

Federal Assistance Programs Retrieval System (FAPRS) (Dept. of Agriculture, Rural Development Service)

National Center for Education Statistics

National Center for Health Statistics

National Clearinghouse for Criminal Justice Information Systems

National Clearinghouse for Improving the Management of Human Services (PROJECT SHARE)

National Clearinghouse on Aging (SCAN/Service Center for Aging Information)

National Clearinghouse on Alcohol Information

National Clearinghouse on Mental Health Information

ALTERNATIVE APPROACHES TO ACCESSING GOVERNMENTAL INFORMATION

(Examples)

Calspan Online Information Service, Calspan Corp., P.O. Box 235, Buffalo, NY 14221

FIND/SVP, 500 Fifth Ave., NY, NY 10036

IFI/Plenum Data Co., 2001 Jefferson Davis Highway, Arlington, VA 22202

Informatics, Inc., Information Systems Company, 6000 Executive Blvd., Rockville, MD 20852

Information Resources, 45 Inglewood Dr., Toronto, Ontario, Canada M4T 1G9

Information Unlimited, 2110 Channing Way, #3, Berkeley, CA 94704

Warner-Eddison Associates, P.O. Box 254, 55 Waltham St., Lexington, MA 02173

Washington Researchers, 910 17th St., NW, #325, Washington, DC 20006

Washington Service Bureau, Inc., 1225 Connecticut Ave., NW, Washington, DC 20036

FEDERAL DOCUMENT SELECTION SOURCES

Special problems in bibliographic control

Documents

Government periodicals

Databases and indexing/abstracting services

Audiovisual and other nonprint media

The out-of-print problem

Reprints

Microforms

Exchange

The Documents expediting project

Basics:

ON CARDS: Classified list of U.S. government publications available for selection by depository libraries

ON CARDS: Surveys of new items sent to depository libraries

Checklist of U.S. public documents 1789-1970. U.S. Historical Documents Institute, 1971. (Dual-Media ed.)

Classified list...

Government periodicals index

Monthly catalog, 1895 -

Subject lists

American statistical index. Washington, DC: Congressional Index Service. (current)

Andriot, J.L. Guide to popular U.S. government publications. (latest ed.), Documents Index. (Ref Z1223 Z7 A545)

Encyclopedia of governmental advisory organizations, L.E. Sullivan and A.T. Kruzas (eds.). Detroit, MI: Gale, 1975. (Supplemented by New governmental advisory organizations)

Government research centers directory, A.T. Kruzas and Kay Gill (eds.). Detroit, MI: Gale, 1980. (three issues)

Guide to microforms in print. NCR Microcard Editions. Annual.

National Audiovisual Center. U.S. government films, a catalog of motion pictures and filmstrips for sale by the national audiovisual center. National Archives and Records Service, (latest edition)

National directory of newsletters and reporting services, 2nd ed. Detroit, MI: Gale, 1980. (four parts)

Statistics sources. Wasserman, Paul and Jacqueline O'Brien (eds.). Detroit, MI: Gale, 1980.

Subject guide to government reference books. Libraries Unlimited, (latest edition)

U.S. Government books (free of charge, write New Catalog #2, Government Printing Office, Washington, D.C. 20402).

MANAGEMENT OF DOCUMENTS

-Integration with other library materials

-The separate documents collection

-Use of the SuDoc classification system

-Other special systems

-Partially integrated collections: compromises and problems

Systems approach to documents processing

Personnel management issues

Sources of Information:

U.S. Superintendent of Documents. An explanation of the superintendent of documents classification system. (latest edition)

U.S. Superintendent of Documents. Instructions for depository libraries. (latest edition)

List of classes of U.S. government publications available for selection by depository libraries. (latest edition)

[illegible] M.E. and E.F. Smith. Documents office classification numbers for cuttered documents, 1910-1924. 2 Volumes, 1960.

Documents office classification to 1958. 3 Volumes.

Government publications review. (various issues)

ACCESS TO DOCUMENTS

Current:

U.S. Superintendent of Documents. Monthly catalog of U.S. government publications. 1895-. (Supl. 1941-42, 1943-44, 1945-46. Decennial indexes 1941-50, 1951-60. Quinquennial cumulative personal author index 1961-65). (Ref and Doc Div)

U.S. Superintendent of Documents. Numerical lists and schedule of volumes. 73rd Congress, 1933/34-. (Z1223 A15, Doc Div)

Retrospective:

Ames. J.G. Comprehensive index to the publications of the U.S. government, 1881-1893. 2nd ed. 1905, 2 Volumes. (Z1224 1905, Doc Div)

Catalogue of the public documents of the ... Congress and of all departments of the government of the U.S., 1893-1940. 1896-1945. 25 Volumes. (known as the Document Catalog, A1223 A13, Doc Div)

Poore, B.P. A descriptive catalogue of the government publications of the U.S., 1774-1881. 1885. (Z1223 A1885, Doc Div)

U.S Superintendent of Documents. Checklist of U.S. public documents, 1789-1909. 3rd ed. 1911. (A1223 A113, Doc Div)

U.S States Historical Documents Institute. Checklist of U.S. public documents, 1789-1970. 1970. (dual media edition)

THE LEGISLATIVE PROCESS

How a Bill Becomes a Law

A "typical" bill (or joint resolution) follows the course described below to become a federal law. A private organization or group of citizens may have requested it; or the President may have recommended it; or a group of senators or representatives may have introduced it. Bills relating to taxation or borrowing originate in the House. Other bills begin either in the House or the Senate.

In this example, the bill originates in the House.

1. Bill is drafted by one or more representatives and introduced.

2. The congressman submits the bill to the clerk who places it in the "hopper". The title of the bill is read to the House; a number is assigned. The printed bill is assigned by the Speaker to the committee concerned with the subject area.

3. The committee or one of the subcommittees considers the bill. It may hold hearings, amend, rewrite, shelve, or approve the bill. In case of approval, the committee issues a report, and the bill is placed on the "calendar".

4. The bill is sent to the Rules Committee. This may push some bills considered important ahead or it may block bills.

5. The bill is read and debated on the floor. It may be amended. If the House approves the bill by a majority vote, it is read again and passed.

6. The bill goes to the Clerk of the Senate who sends it to the presiding officer: the Vice-President who assigns it to the appropriate committee.

7. The Senate committee's process is similar to that of the House committee.

8. On the Senate floor, procedure is similar to that of the House. If the Senate disagrees with the House version, the bill is sent to a Conference Committee. Differences are reconciled and the revised bill is returned for approval to both the House and the Senate. When the bill is passed by both Houses in the same form, it is sent to the President for his action.

9. The President may request a cabinet member to advise him on the bill. He may sign, veto or "pocket-veto" the bill or he may allow it to become law without signing it. Congress can overrule a veto by a two-thirds vote of both houses.

10. The Secretary of State affixes the Great Seal of the U.S.

HOW TO COMPILE A LEGISLATIVE HISTORY

Suggested Pattern:

-Objectives of legislative history
-User's need and orientation
-Explanation of arrangement
-Background information (e.g. brief historical sketch)
-Summary of congressional action
-Legislative history
-Policy implications

Information Needed on:

-Bills and resolutions (including companion bills, bills introduced but not passed)

-Sponsor(s)

-Committee(s)

-Hearings

-Reports made by committees, subcommittees, joint committees, conference committees

-Debates

-Action taken

-Slip law

-Reference to Statutes at large

-Reference to U.S. code

Bills and Resolutions:

U.S. Congress. House. Calendar of the House of Representatives and history of legislation.

U.S. Library of Congress. Legislative Reference Service. Digest of public general bills with index. 74th Congress, 2nd Session, 1936.

Hearings:

Index to hearings. Greenwood Press, 2 vols.

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___. Cumulative index of congressional committee hearings (not confidential in character), 74th-85th Congresses, 1935-1959, together with selected committee prints in the U.S. Senate Library, 1959.

___. Quadrennial supplement to cumulative index of congressional committee hearings, 74th-85th Congresses, 1959-1963, together with selected committee prints in the U.S. Senate Library, 1963.

___. Cumulative index. Second quadrennial supplement. 88th-89th Congresses, 1963-1967, together with selected committee prints in the U.S. Senate Library, 1967.

Congressional information service/index to publications of the U.S. Congress. (CIS/Index), February 1970-.

Committee Reports and Congressional Documents: The Serial Set

A. Senate and House journals (prior to 1953)

B. Senate and House reports: Legislative reports of standing and special committees.

C. Senate and House documents: Reports of investigations conducted for the Congress. Annual reports of executive departments and agencies printed by order of the Congress.

Debates and Proceedings:

U.S. Congress. The debates and proceedings ... (1st-18th Congress, 1789-1824), Gales and Seaton, 1834-1856. 42 Volumes. (known as Annals of Congress)

___. Register of debates ... (18th-25th Congress, 1824-1837), Gales and Seaton, 1825-1837. 18 Volumes in 29.

___. Congressional globe. (23rd-42nd Congress, 1833-1873). 46 Volumes in 109.

___. Congressional record. 43rd Congress, 1873-.

U.S. Historical Documents Institute. Proceedings of the U.S. Congress, 1789-1964. 1971. (Dual-media edition. 35mm microfilm containing the full texts of above publications up to 1964, with indexes in book form).

House journal. (Prior to 1953 part of the Serial Set).

Senate journal. (Prior to 1953 part of the Serial Set).

Federal Statutes:

Slip laws: separate prints of laws, issued immediately after enactment. Two series: Public laws, private laws. Beginning with 88-1, 1963 slip laws carry legislative historical references.

U.S. Statutes at Large: Laws, concurrent resolutions, reorganization plans, constitutional amendments, Presidential proclamations, and, prior to 1950, treaties. 1789-1873 collected edition by Little, Brown and Company. 43rd Congress 1873--80th Congress. 1949 published by the Department of State. 1950 published by the Office of Federal Register.
Beginning v. 77, 1963 (88th Congress, 1st Session) includes numerical list of bills enacted, and guides to legislative histories.
U.S. Statutes at Large, tables of laws affected, v. 70-79, 1956-65. 196 (Quinquennial guide to prior laws and other instruments which were amended, repealed or otherwise affected by the provisions of public laws ... 1956-65.

U.S. Code, the general and permanent laws of the U.S. in force arranged in 50 titles. House Committee on the Judiciary, West Publishing Co. New edition every six years, with annual cumulative supplements. Indicates amendments in laws still in force, arranged in 50 broad subject fields. (Ref KU593 U5)

Committee Prints:

U.S. Congress. Senate. Government Operations Committee. Select list of publications issued by Senate and House committees, committee prints, staff studies, reports and documents, 80-86th Congress, 1945-60, 1961.

___. Joint Economic Committee. Committee publications and policies governing their distribution, 87th-91st Congress, 1961-1970, 1970. (Committee print, 91-2)

CONGRESSIONAL REFERENCE SOURCES

Access to Early Documents

American archives... (1774-1783). M. St. Clair Clark and Peter Force, 1837-1853, 9 Volumes. (4th series, 1774-1776, 6 v.; 5th series, 1776-1783, 3 v.)

Wharton, Francis (ed.). The revolutionary diplomatic correspondence of the United States. (1739-1889). U.S. Department of State, 1889, 6 Volumes. (973.32 U 58W, Serial No. 2584-9)

U.S. Continental Congress. Journal ... (1774-1739), edited from original records in the Library of Congress. 1904-1937, 34 Volumes. (328.73 U 573JL)

U.S. Congress. American state papers ... (1789-1838), Gales and Seaton, 1832-1861, 38 Volumes. (328.734 D. Serial No. 01-038)

Examples of Basic Sources:

Biographic directory of the American congress, 1774-1961. (Rev. Ed.), 1965. (89-H.Doc. 442)

Congressional district atlas. Department of Commerce, Census Bureau. (Latest Ed.).

House manual ... Constitution, Jefferson's Manual, Rules of the House of Representatives ... Biennial.

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Senate manual. Containing the standing rules, orders, laws and resolutions affecting the business of the U.S. Senate, Jefferson's Manual, Declaration of Independence, Articles of Confederation, Constitution of the U.S. Issued for each session.

U.S. Congress. House. How our laws are made. (Latest Ed.).

Microfilmed From Best Available Copy

SOURCES PRODUCED BY THE PRIVATE SECTOR

The titles listed below are compiled and distributed by the private sector and greatly facilitate the location and use of legislative information.

Congressional digest. 1921- .

Congressional index service. Commerce Clearinghouse, 1938- .

Congressional information service/index, (CIS/Index), Cumulative index, 1970-1974, 1975-1978.

Congress in print. Washington Monitor, Inc., (Weekly).

Congressional Quarterly, Inc. 1945- . (Publishes Weekly report, Congressional quarterly almanac, CQ guide to current American government (semi-annual), Congress and the nation (1965-69). (Ref Kf49 C65)

U.S. code congressional and administrative news. West, 1942- .

ADDITIONAL SOURCES FOR LEGAL RESEARCH

Cohen, M.L. Legal research. St. Paul, MN: West Publishing Co., (Latest Ed.).

Jacobstein, Myron and Mersky. Fundamentals of legal research. NY: The Foundation Press, 1977.

McCallum, Sue Vest. Legal research for nonlaw librarians. Government publications review. 6:3, 263-273, 1979.

Price, M.O. and H. Bitner. Effective legal research. 3rd Ed. Little, Brown and Co. Chapter 5-6, 1969.

Zuckman, H.L. and M.J. Gaynes. Mass communications law. West, 1977.

THE REGULATORY PROCESS AND THE ROLE OF EXECUTIVE AGENCIES

Access to regulatory information

Federal register. National Archives and Records Service. Daily - Tuesday to Saturday, except days following legal holidays. 1936- . (Administrative rules, regulations, notices, Presidential proclamations, executive orders, procedures and practices of Federal agencies, arranged (since 1938) under 50 titles similar to those of the U.S. code. Monthly, quarterly and annual indexes.)

Code of federal regulations. National Archives and Records Service. 1938- . (Codification of administrative rules and regulations, arranged under 50 titles similar to those of the U.S. code. Kept up-to-date by cumulative supplements issued annually. General index.)

Edlestein, Frederik S. Regulations: cutting through the maze. American education. 15:2, 15-18, March 1979.

RELATION OF THE REGULATORY PROCESS TO THE JUDICIAL SYSTEM

"Common law (lex non-scripta)"

The principle of Stare decisis

The judicial process

Federal court system

Secondary sources:

Finding tools

Interpretations

Treatises

Compilations:

Digests

Citations

Encyclopedias

Federal Case Reports

United States Reports:

Official compilations of Supreme Court decisions

Supreme Court reporter. West

Supreme Court reports, Lawyers' Edition. Lawyers' Co-op.

American law reports federal, Lawyers' Co-op, 1969.

OTHER AGENCY ACTIVITIES AND PUBLICATIONS

Structure and complexity of the executive branch:

Traditional organizational units: departments, bureaus, divisions, offices, services, etc.

Independent agencies (e.g. General Services Administration, National Foundation on the Arts and the Humanities, National Science Foundation, Veterans Administration)

Quasi-official agencies (e.g. National Academy of Sciences, National Academy of Engineering, National Research Council, the American National Red Cross)

Types of Agency Information Services:

Access to unpublished data

Collection, analysis, evaluation and repackaging of information

Micrographic and reprographic services

Abstracting, indexing, reviewing, current awareness and SDI services

Maintenance of depository collections, coordination of regional information systems

Mapping, charting and other special services

Literature searches, on-demand provision of information, cooperative acquisitions

Federal libraries, information systems and clearinghouses

Types of Agency Publications:

Annual reports

The problem of duplicate editions:

Departmental and congressional

Biographical and institutional directories

Bibliographies, publications lists, catalogs, indexing and abstracting services

Periodicals

Other serial publications

Special types of materials in nonbook and nonprint form:

Charts and graphs
Computer tapes
Films, slides, filmstrips, etc.
Manuscripts
Maps
Microforms
Patents
Pictures
Recorded information
Research reports

THE PRESIDENCY AND THE WORK OF THE COMMISSIONS

Sources of information on the "President" and on the "Presidency:"

Concept of the "institutional presidency," a conglomerate of presidential agencies, councils, and other advisory bodies;

Questions of national planning and executive power;

Relationships of the White House to the Congress and to departments and agencies: influence on public documents;

The institutional structure of the presidency.

Presidential Commissions:

Objectives, make-up, intent, reports, presidential reactions, the literature of commissions.

Types of Messages:

Addresses to Congress

Approval of bills

Budget message

Economic report

Estimates of appropriations for a government agency

Inaugural address

Message on the State of the Union

Report on the State of the World (first, 1970)

Special messages and addresses to the public

Transmittal of reports

Veto messages

Current Sources of Presidential Messages:

Congressional record (text)

Journals of the House and Senate (text)

Monthly catalog (Reference)

Weekly compilation of presidential documents (General Services Administration) 1965 - (text) (Ref. J 80A 286)

Congressional information service/index (CIS) (Abstract)

Public Speeches:

Current Sources:

Congressional record (text)

Monthly catalog (Reference)

U.S. department of state bulletin (text)

Weekly compilation of presidential papers (text)

Proclamations and Executive Orders:

Current Sources:

Federal register (text)

Code of federal regulations, Title 3 (text)

Statutes at large (Reference)

Monthly catalog (Reference)

U.S. Congress. Senate. Library. Presidential vetoes. Record of bills vetoed and action taken thereon by the Senate and House of Representatives, 1789-1968. 1969.

U.S. President. A compilation of the messages and papers of the presidents, 1789-1905. by J.D. Richardson, Bureau of National Literature and Art, 1907. (c1897, 11 v.). For a history of this publication see Schmeckebier and Eastin, pp. 309-313. Ther have been several commercially published editions. Also published as 53-2, H. Misc. Doc. 210

U.S. President. Public papers of the presidents of the United States, containing the public messages and statements ... Federal Register Division, 1945- 1958- , Annual. (J80 A283)

PRESIDENTIAL LIBRARIES

Legislation: Joint resolution of Congress 1939

Presidential Libraries Act of 1955

(Amended the Federal Property and Administration Services Act of 1949)

Franklin D. Roosevelt Library, Hyde Park, NY (1941)

Harry S. Truman Library, Independence, MO (1957)

Dwight D. Eisenhower Library, Abilene, KS (1962)

Herbert Hoover Library, West Branch, IA (1962)

John F. Kennedy Library, Cambridge, MA

L.B. Johnson Library, University of Texas, Austin, TX (1971)

Other Institutions:

Hayes Memorial Library, Fremont, OH (1916)

Hoover Library on War, Revolution and Peace, Stanford University, CA

The Presidential Papers Program of the Library of Congress

The Program of the National Historical Publications Commission

The role of university presses

TREATIES AND EXECUTIVE AGREEMENTS

Treaties and other international acts of the United States of America, Hunter Miller, v. 1-8, 1931-48. (Coverage: 1776-1863, "Miller's compilation") Literal copies of the text of treaties in chronological order. Indian treaties and postal conventions excluded.

Treaties, conventions, international acts, protocols and agreements between the U.S.A. and other powers, (1776-1937), 1910-38, 4 v. ("Malloy's compilation") 4 v. includes chronological list of treaties in v. 1-4. Alphabetic index. Citations to the Statutes at large. Indian treaties and postal conventions excluded.

Treaties and other international agreements of the U.S.A. 1776-1949. Compiled by Charles I. Bevans, v. 1, 1968- . ("Bevan's compilation") (S9.12/2:1)

Treaties and other international acts series, Department of State, No. 1501, 1946- . Combines the former Treaty series (1908-1946) and Executive agreement series (1929-1946). Contains the texts of agreements entered into by the U.S. Multilingual. Irregular. Unbound pamphlets. Superseded by title list United States treaties and other international agreements (see below)

Treaties in force, a list of treaties and other international agreements of the U.S. in force on January 1, 1963. 1963. First published in 1933 under title: A list of treaties and other international acts of the United States in force December 31, 1932. Periodic revisions. Lists treaties on record in the Department of State on a given date. One volume. Compilation (Ref JX236 I929c)

United States treaties and other international agreements, 1950- . Contains all material included in the numbered Treaties and other international acts series (see above). Contains all treaties to which the United States is a party that have been proclaimed during each calendar year, also international agreements other than treaties. In the language of the original text. Prior to 1950 included in the Statutes at large. The official source for treaty information. Bound volumes. (Ref JX231 A34)

Department of state bulletins (weekly)

GOVERNMENT-SPONSORED RESEARCH AND KNOWLEDGE UTILIZATION

Relationships in the research community -- the federal sponsors, academic institutions, industry, research laboratories.

Fluctuation in the fields of emphasis in research: science and technology, defense, social and behavior sciences, social action.

Production and distribution of research results.

Characteristics of research and technical reports.

Management of report collections in libraries and information centers.

National centers for the collection and dissemination of reports.

Bibliographic access to the report literature.

Government reports announcements (formerly U.S. Government research and development reports; title changed with v. 71, no. 6, March 25, 1971). National Technical Information Service, Department of Commerce, 1946- .

Index to Government reports announcements, National Technical Information Service.

NTIS Database.

Caplan, Nathan; Andrea Morrison; and R.J. Stanbaugh. The use of social science knowledge in policy decisions at the national level. Report for National Science Foundation. An Arbor, MI: University of Michigan, Institute for Social Research, 1975.

Havelock, R.G. Research utilization, in Information for the community, Kochen, Manfred and J.C. Donohue (Eds.). Chicago: American Library Association, 1976, 200-213.

National Science Board. Science at the bicentennial, a report from the research community. Washington, DC: GPO, 1976.

Rich, R.F. (Ed.). Knowledge production and utilization: The use of scientific information in decision making. American behavioral scientist. 22 (January 1979) 327-470.

Weiss, C.H. Improving the linkages between social research and public policy. Columbia University, Bureau of Applied Social Research, 1975.

Zaltman, G. and R. Duncan. Strategies for planned change. New York: Wiley, 1977.

PROGRAM DEVELOPMENT AND CITIZEN PARTICIPATION

Legislative bases of program development

Special interest groups, organizations, lobbying

Public interest organizations

Intergovernmental relations and their effect on programs

Challenges to public policy

Advocacy and its impact on information services

Caldwell, L.K.; et al. Citizens and the environment: Case studies in popular action. Bloomington, IN: 1976.

Larson, J.S. When government programs fail. New York: Praeger, 1980.

Passell, Peter and Leonard Ross. State policies and federal programs: Priorities and constraints, A Twentieth Century Fund Report. New York: Praeger, 1978.

Pressman, J.L. and A.B. Wildavsky. Implementation: How great expectations in Washington are dashed in Oakland: or, why it's amazing that federal programs work at all. Berkeley, CA: University of California Press, 1973.

CENSUS REPORTS AND SOCIAL INDICATORS

The problem of measurements

"Objective indicators"

"Subjective indicators"

The standard series: economic indicators, science indicators, social indicators

Indicators of environmental quality, health, quality of life

Value-related and technical problems

Issues raised concerning the census

Access to census reports and tapes ("counts")

Census series:

Population and housing

Agriculture

Construction industries

Governments

Manufacturers

Mineral industries

Retail trade, service industries, wholesale trade

Current reports:

Access tools:

Bureau of census catalog

Census user's guide

Guide to programs and publications, subjects and areas

REZIDE (commercially published)

Bunge, Mario. What is a quality of life indicator. Social indicators research. 2:1 (June 1975) 65-79.

Milbrath, L.W. Policy relevant quality of life research. Annual of the American academy of political and social science. 444 (July 1979) 32-55.

Organization for Economic Cooperation and Development. Measuring social well-being. A progress report on the development of social indicators. Paris: 1976.

UNESCO. Indicators of environmental quality and quality of life.

U.S. Bureau of the Census. Directory of federal statistics for local areas. Washington, DC: GPO (latest ed.).

U.S. Department of Labor. Bureau of Labor Statistics. Directory of data sources on racial and ethnic minorities. Washington, DC: (latest ed.).

Various issues of Social indicators research (journal).

STATE AND LOCAL GOVERNMENTS

Social patterns influencing the availability and research use of state and local government publications:

Increasing demands on state and local services

Complexity of official and related nonofficial agencies serving community needs

Development and functions of social action groups

Federal legislation affecting state and local services

Economic retrenchment and its local effects

The role of research as a public function: fluctuation of research grants

Spreading of metropolitan area, superimposed on the conventional pattern of state and local units

Awareness of the value of information exchange on interstate, state-federal, and state-local levels of communications

Role of state libraries as information centers

The role of information in inner-city problems

Governmental Affairs of the States:

The Council of State Governments

- Organization and Functions
- Information Program

Office of Intergovernmental Relations in the Executive Office of the President of the United States

The Association of State Libraries

State Legislative Service Agencies:

- Legislative reference bureaus
- Legislative councils
- Fiscal review agencies
- Legislative reference libraries
- Legislative research services

State Government Information:

- Decision making and technology
- Printing and distribution -- variations in practice

Municipal and Other Local Governments

City vs. metropolitan area

Local government structure

Types of city government publications:

- Administrative codes
- Charters
- Ordinances
- Legislative journals or proceedings
- Manuals
- Annual reports of governmental agencies
- Calendars and minutes of meetings
- Financial and statistical statements
- Special studies and reports
- News releases
- Serials

Lack of bibliographic control

Acquisition of local government publications

Access Tools

Book of the states (Ref.)

A checklist of official publications of the State of New York (Doc. Ref.)

Index to current urban documents (Ref.)

Local laws of the cities, counties and villages in the State of New York

Monthly checklist of state publications (Doc. Ref.)

Public affairs information service bulletin (PAIS) (Ref.)

SAGE abstracts of public administration (Ref.)

Urban affairs abstracts